



## City of Austin - JOB DESCRIPTION



### Austin Resource Recovery Division Manager

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	18497	<b>Salary Grade:</b>	RA4
<b>Approved:</b>	October 24, 1997	<b>Last Revised:</b>	April 08, 2012

#### Purpose:

Under general direction and working independently, manage the core programs/activities in the Solid Waste Services Department (Administrative, Financial Services, Human Resources, Operations, Waste Management).

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Directs, organizes and develops the programs, projects and activities of the division or section.
2. Prepares and monitors division/section budget.
3. Performs contract development, preparation, and monitoring.
4. Performs economic forecasting and evaluation of division/section related programs.
5. Prepares financial summaries/reports for management review.
6. Develops and establishes goals and priorities for departmental programs. Performs short term, long term planning.
7. Prepares technical reports. Conducts needs assessment studies.
8. Evaluates program operations for effectiveness and efficiency to include workforce utilization
9. Serves as member of boards, commissions, etc.
10. Provides technical advice and assistance to citizens, City Management, contractors, etc.

#### Responsibilities - Supervisor and/or Leadership Exercised:

At manager level, supervision of programs and/or employees is required as follows:

Manages two (2) or more major programs; Or

Manages one (1) major program and one (1) supervisor; Or

Manages two (2) supervisors

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of Solid Waste programs and activities.

Knowledge of Federal, State and local laws.

Knowledge of city practice, policy and procedures.

Knowledge of fiscal planning and budget preparation.

Knowledge of supervisory and managerial techniques and principles.

Knowledge of contract development and monitoring.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with other city employees and the public.

#### Minimum Qualifications:

Graduation from an accredited four year (4) college or university with major coursework in Business, Public Administration, Planning, Political Science, Economics, Environmental Science, or closely related field, plus five (5) years of related experience in the above referenced areas, three (3) years of which were in a management capacity.

A Master's degree may substitute for two (2) years of the non-management experience.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.